

	<b>QUALITY ASSURANCE PROGRAM INFORMATION MANAGEMENT</b>	Doc. No.: PMP 2.01 Revision: 3 Eff. Date: 01/15/2002 Page: 1 of 4 DAR No.: NSNF-364
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Approval:	<u>Original Signed by Mark Arenaz</u>	Date:	<u>12/18/01</u>
	Manager, National Spent Nuclear Fuel Program		
Approval:	<u>Original Signed by Robert Blyth</u>	Date:	<u>12/18/01</u>
	NSNFP Quality Assurance Program Manager		

## I. PURPOSE AND SCOPE

This procedure assigns responsibilities and describes the process for apprising management of the status, adequacy, and compliance aspects of the National Spent Nuclear Fuel Program (NSNFP) Quality Assurance (QA) Program.

## II. SUMMARY

On a semiannual basis, the Quality Assurance Program Manager (QAPM) issues a report summarizing the overall effectiveness of the NSNSP QA Program. The QA Staff (QAS) Manager assembles the draft report based on assessments and trending analyses that have been received from *U.S. Department of Energy (DOE) spent nuclear fuel (SNF) sites* (see glossary) or prepared internally.

## III. PROCEDURE

### A. Preparing a Quality Assurance Status Report

- |                |  |
|----------------|--|
| QAS<br>Manager | <ol style="list-style-type: none"> <li>1. Review results of assessments and trending analyses that have been received from DOE SNF sites or prepared internally.</li> <li>2. Analyze the information for accomplishments, issues, problem areas, and recurring conditions to determine the overall effectiveness of the NSNFP QA program.</li> <li>3. Provide a draft semiannual report using the criteria in Attachment A.</li> <li>4. Provide the draft report to the NSNFP QAPM.</li> </ol> |
|----------------|--|

### B. Issuing a Quality Assurance Status Report

- |             |   |
|-------------|---|
| QAPM        | <ol style="list-style-type: none"> <li>1. Review the draft report against the criteria in Attachment A. <ol style="list-style-type: none"> <li>a. Obtain input from the Manager, NSNFP.</li> </ol> </li> <li>2. Approve the report for distribution.</li> </ol> |
| QAS Manager | <ol style="list-style-type: none"> <li>3. Facilitate distribution of the approved report.</li> <li>4. Submit the approved report as a NSNFP QA Record.</li> </ol>   |

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#### **IV. REFERENCES**

None.

#### **V. DEFINITIONS**

Terms appearing in *italics* followed by the notation “see glossary” are defined in the NSNFP Documents Manual Introduction and Glossary.

#### **VI. ATTACHMENTS**

Attachment A, Semiannual NSNFP QA Program Status Report Criteria

#### **VII. RECORDS**

The following records generated as a result of this procedure require retention in accordance with the identified classification and Program Management Procedure 17.01.

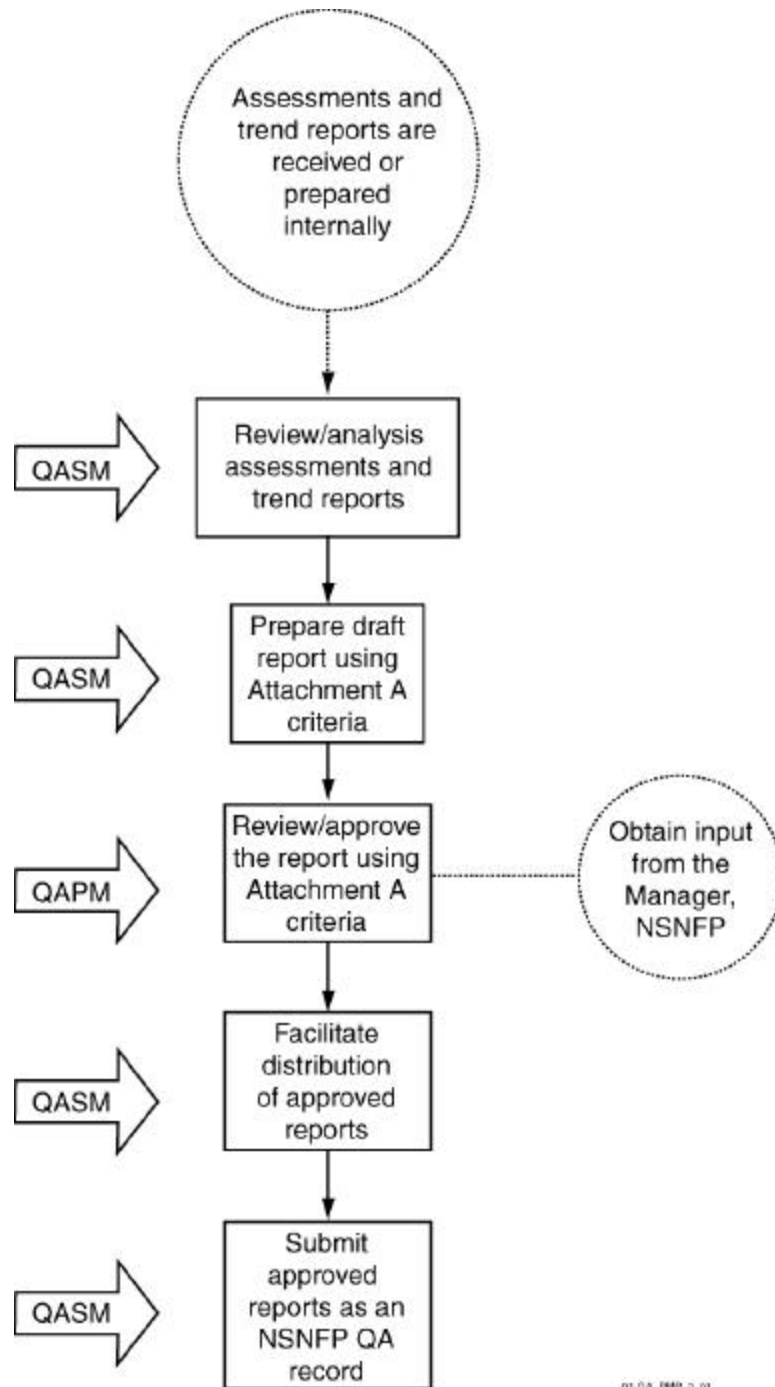
##### Lifetime

None.

##### Nonpermanent

- A. Approved Semiannual NSNFP QA Program Status Reports

## VIII. PROCEDURE FLOW DIAGRAM



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## Attachment A

### Semiannual NSNFP Quality Assurance Program Status Report Criteria

The following criteria are applicable to the development and review of quarterly NSNFP QA Program status reports.

**Minimum Distribution:** Director, Office of Nuclear Material and Spent Fuel (EM-21); Manager, DOE Idaho Operations Office; EM-21 SNF Representative; DOE SNF Site Points of Contact as established by NSNFP/DOE SNF Site memorandums of agreement; the Director of OCRWM OQA; PSO Manager; QAS Manager; and the Manager, NSNFP.

**SUBJECT:** Semiannual NSNFP Quality Assurance Program Status Report

The report provides management with the status of the NSNFP Quality Assurance Program for the period of *[define the time covered in the report]*.

1. **Executive Summary**—Provide an overall assessment of the current status and adequacy of the NSNFP Quality Assurance Program.
2. **Accomplishments**—Provide a summary of specific accomplishments pertinent to quality assurance activities, such as resolution of previously identified issues or conditions adverse to quality, and corrective actions that have been closed during the current reporting period.
3. **Site Cross-cutting Issues**—Describe any recurring condition at the various sites that could have a significant impact, either positive or negative, on quality complex wide.
4. **Results of Assessment Activities**—Provide a summary of significant results of quality audits, surveillance activities, and management assessments.
5. **Problems and Adverse Conditions**—Identify any significant quality problems or adverse conditions.

NSNFP Quality Assurance Program Manager: *[Print name, sign, and date]*